



DEPARTMENT OF THE NAVY

COMMANDER NAVY REGION SOUTHEAST
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JACKSONVILLE, FLORIDA 32212-0102

1500
Ser N00/ **0345**
1 SEP 2005

From: Commander, Navy Region Southeast
To: Navy Region Southeast

Subj: GUIDANCE FOR HURRICANE KATRINA EVACUATION POLICY/PROCEDURES

Ref: (a) TELCON btwn CNRSE/ICOs of CBC Gulfport, NAVSTA Pascagoula of 28 August 2005
(b) Joint Federal Travel Regulations (Chap 6)

1. This memorandum is provided to establish guidance on funding of military and DoD civilian personnel and their dependents residing in the Gulf Coast areas of Mississippi ordered to evacuate military installations in response to the approach of Hurricane KATRINA on 28 August 2005.
2. As discussed and directed in reference (a), Construction Battalion Center, Gulfport and Naval Station Pascagoula Installation Commanding Officers will initiate base closure and the evacuation of their installations beginning 28 August 2005. The only exceptions are for command-identified security, medical, emergency preparedness and command **essential staff**. There is no designated safe haven for military personnel or DoD civilians in the **Gulf Coast** area due to the unique geography of the region.
3. As a result of this directed evacuation and per the guidance provided in reference (b), CBC Gulfport and NAVSTA Pascagoula are authorized to provide Temporary Additional Duty Cost Orders for 1) military personnel/dependents assigned to the installation, residing onboard or off-installation in either private or government quarters in the Mississippi Gulf Coast area and 2) other military personnel/dependents (non-installation UIC personnel) who occupy housing onboard either installation. These orders are authorized to permit a radius of travel of up to 500 miles from the installation from 28 August until not later than 30 September 2005 to include mileage, lodging and per diem. Estimated total reimbursement cost should be forwarded by each installation to Navy Region Southeast Deputy Comptroller not later than 14 September 2005.
4. Reimbursement of non-installation UIC personnel assigned to tenants onboard either installation that does not occupy government quarters will be made by the tenant command.
5. DoD civilian employees assigned to the installation UIC and their dependents are authorized issue of Temporary Additional Duty Cost Orders to permit a radius of travel up to 500 miles from the installation for the period 28 August until not later than 30 September 2005 to include mileage, lodging and per diem. Estimated total reimbursement cost should be forwarded by

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each installation to Navy Region Southeast Deputy Comptroller not later than 14 September 2005.

6. Any exceptional circumstances that do not fall into these two categories should be referred to Navy Region Southeast for action and should include the Installation Commanding Officer's recommendation for disposition.

7. Civilian personnel assigned to CBC Gulfport or NAVSTA Pascagoula will be given excused absence for the period of 28 August until a date that is directed by the Installation Commanding Officer.


M. E. SCHELLHORN
Acting